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Affirmative Action Minutes 01/09/2002

Affirmative Action Advisory Committee
Meeting Minutes
Wednesday, January 9, 2002
7:30 p.m.

In Attendance: Adrienne McClure (Chair), Barbara Boltz, Howard Winkler, Franz Browne, Augusta Haydock, Elaine MacLachlan, Christopher Ryan

Absent: Jack Jones

Also Present: Caryn Cove, Personnel Director

Acceptance of minutes, November 14, 2001

Barbara Boltz moved approval as amended. SO VOTED

Current Job Openings

The Committee reviewed the current job openings and also made suggested changes to the format of the spreadsheets presenting the information.

The Committee suggested that Richard Bento, Director of Public Works be invited to attend a meeting in the spring.

The Committee inquired as to the status of the Tree Climber vacancy. Caryn Cove indicated that she would follow up on the matter.

School Renovations Project: Peirce School

Caryn Cove reported that she talked to Dick Medonia, Clerk of the Works for the Elementary School Projects. Mr. Medonia reported that he felt that minority and female participation had improved on the project. Ms. Cove reported that she had yet to receive documentation indicating this. Ms. Cove also reported that she spoke to the administrative assistant at Castagna construction and was assured that the fully updated reports should be arriving very soon.

Continuing Business

Firefighter Exam - Barbara Boltz inquired as to how the Town might do better outreach for the upcoming firefighter exam. The Committee discussed the matter, including the difficulty of the appointments coming exclusively from a pool of Arlington residents unless specifically requested otherwise. Augusta Haydock suggested the Town look into ways to encourage candidates from outside of Arlington to check off the Town as one that they are interested in working in.

Affirmative Action Advisory Committee Brochure Barbara Boltz reported that she had recently completed the Vison 2020 Governance Task Group survey. She then inquired as to the possibility of updating the brochure for the Committee. She requested that Caryn Cove contact the former personnel director to inquire about what plans were made to update the brochure.

Diversity in Arlington Forum Barbara Boltz reported that a group had been formed to head this effort titled *Arlington Groups Supporting Diversity*. She reported that on Sunday afternoon, March 10th the group would be meeting for a potluck and a presentation by the Sudanese Boys residing in Arlington. She reported that the group hopes to print a monthly column. She also reported that the group would be meeting this Tuesday, January 15th to discuss upcoming events; Chris Ryan agreed to attend on behalf of the AAAC.

School Diversity Task Group Barbara Boltz reported that they met with Superintendent Kay Donovan and that she was very accommodating. She also reported that an informal coffee was held for minority teachers and administrators and while attendance was small the participants greatly enjoyed themselves and plan to hold another similar event. Ms. Boltz also reported that some of the requests that the group had made some time ago, including the filling out of paperwork signifying minority status for employees, had been implemented.

Caryn Cove indicated that she would be meeting with Gus Martinson next week to discuss personnel matters including affirmative action.

Diversity Task Group Meeting Barbara Boltz reported on the most recent meeting. Caryn Cove indicated that she would be contacting Rachel Wilson of the Group to begin discussing next steps for sensitivity training for Town Employees.

Annual Report Ms. Cove passed out a draft of the Annual Report for the Committee to review and make recommended changes to.

Augusta Haydock moved to adjourn the meeting at 8:27 p.m. SO VOTED

A true record. Attest:

Caryn E. Cove
Director of Personnel
Affirmative Action Officer